

Clinical Laboratory Program

99 Chauncy Street, Boston, MA 02111
 (617) 753-8060 (617) 753-8096 - Fax

Retention of Records / Reports

Federal and State laboratory regulations require that all records be kept for a specified period of time. The schedule noted below indicates the retention periods required by CMS [CLIA] and the Commonwealth of Massachusetts. The time periods indicated are minimal retention periods. Facilities accredited by other agencies should check with their accrediting agency for retention requirements. Questions regarding the information below should be directed to:

**Department of Public Health
 Clinical Laboratory Program
 99 Chauncy Street
 Boston, MA 02111
 Phone (617) 753-8438 Fax (617) 753-8240**

	RETENTION PERIOD		COMMENTS
	CMS	STATE	
REQUISITIONS			
CLINICAL LABORATORY	2 years	4 years	
BLOOD BANK	5 years	4 years	
PATHOLOGY	2 years	4 years	
CYTOLOGY	2 years	4 years	
WORKSHEETS			includes QC, QA, PT and PM records
CLINICAL LABORATORY	2 years	4 years	
BLOOD BANK	5 years	4 years	
PATHOLOGY	2 years	4 years	
CYTOLOGY	2 years	4 years	
REPORTS			
CLINICAL LABORATORY	2 years	4 years	
BLOOD BANK	5 years	4 years	
PATHOLOGY	10 years	4 years	
CYTOLOGY	10 years	4 years	
SLIDES			
HEMATOLOGY	not defined	not defined	
PATHOLOGY	10 years	7 years	
CYTOLOGY	5 years	7 years	
BLOCKS			
PATHOLOGY	2 years	7 years	